

EIBI Therapy Notebook

Each child who receives EIBI services must have a Therapy Notebook. The Notebook should remain in the therapeutic environment in which EIBI services are provided. If service is provided in multiple locations, multiple notebooks must be maintained (i.e. if the child receives services in the clinic and at home, there must be a separate notebook for each location). Consultants should work with the parents to determine the most appropriate location for maintaining the book when not in use. The location must be accessible to all EIBI team members, but not easily accessible to pets, children or those not directly involved with the child's treatment. All Therapy Notebooks must have at a minimum, the following sections:

Overview of Child's Individualized Program

To include, but not limited to diagnostic information, consumer history, purpose of program, training protocols, teaching guidelines and other relevant information necessary for continuity of care.

Assessment Report

This includes a copy of the annual required assessments.

Treatment Plan

Behavior Support Information

If the child has significant challenging behaviors that require a Behavior Support Plan, the plan and data acquisition sheets should be here.

Goals/Objectives/Data

To include, but not limited to goals, data collection sheets and a description of teaching methods/instructions utilized for each goal.

Monthly Reports

This includes a copy of the child's completed EIBI Monthly Progress Reports and the relevant Therapy Documentation Sheets. The current treatment year's information should remain in the Therapy Notebook. Purged information must be maintained in the child's office file for the duration of their service time.

Therapy Notes

To include, but not limited to communication by team members including family; which can include therapy reminders, issues or concerns, newly noted behaviors, environmental changes, supplies needed, or other therapy relevant information.

Team Meeting and Family Training Notes

- Team Meetings: Must be held at least every two (2) months. Participants include the Line Therapist, Lead Therapist, Consultant, and family members. During Team Meetings, members discuss updates, changes to programming, progress, plan modifications, behavior strategies, and other relevant programming issues.

- Family Training: Must be held at least quarterly. This training is specifically designed for family members and must be provided at the start of programming. The training can include, but is not limited to an overview of Understanding your child's diagnosis, what is Applied Behavior Analysis, Teaching Strategies, Behavior Management techniques, the role of parents, how to problem solve and address staffing issues or other concerns. Family training within the 3rd year of service should focus on transitioning out of service.

Program Changes and Updates